

U.S. MISSION, PAKISTAN-CONSULATE GENERAL PESHAWAR

VACANCY ANNOUNCEMENT NUMBER: 16-24

OPEN TO:	All Interested Candidates	OPENING DATE:	March 03, 2016
POSITION:	Cultural Affairs Assistant , FSN-9; FP-5*	CLOSING DATE:	March 16, 2016
POSITION NO:	P-71150		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$51,560 p.a. (Starting salary) (Position Grade: FP-5 to be confirmed by Washington) *Ordinarily Resident: FSN-9, Rs.1,480,515 p.a. (Starting salary) (Position Grade FSN-9)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Peshawar is seeking an eligible and individual for the position of Cultural Affairs Assistant in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

The incumbent oversees a variety of English language programs in the consular district of the U.S. Consulate General in Peshawar in support of Mission Pakistan goals, including the English Access Microscholarship Program ("Access"; Pakistan hosts the world's largest Access program). S/he identifies potential new partner organizations/institutions; helps to select and train teachers for Access and other in-country or exchange professional development opportunities; conducts outreach and training for educators, administrators and learners; and ensures the smooth and timely approval and submission of grant, sub grant, and reports related to the Access program and other English language programs. The incumbent must cultivate and continue external relationships with professionals in the field of English language teaching, work independently with limited supervision, and contribute collaboratively to the teamwork and planning of the Mission-wide English programming team (English Language Coordinators/RELO staff at all four Posts in Pakistan) The incumbent works under the supervision of the Senior Public Affairs Specialist and with direct guidance from both the Public Affairs Officer and Regional English Language Officer.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** University degree (16 years of education) in Teaching English as a Foreign Language (TEFL), Teaching English as a Second Language (TESL), Teaching English to Students of Other Languages (TESOL), English as a Foreign Language (EFL), English as a Second Language (ESL), English Language Teaching (ELT), English, Applied Linguistics, Education, or Literature is required.
- 2. EXPERIENCE:** Three years of experience in English language teaching and teacher training/development is required.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing of English and Urdu is required. Level II (limited knowledge) Speaking/Reading/Writing of Pashto is also required. Language skills will be tested.
- 4. KNOWLEDGE:** Incumbent must have broad knowledge of the TEFL field, including state-of-the-art techniques and communicative methodology. Broad knowledge of the educational system in Pakistan at all levels, especially language education in both the public and private sectors, is required. General knowledge about U.S. society and culture, and the American educational system is required.
- 5. ABILITIES & SKILLS:** Must be self-motivated and able to function effectively with minimal supervision. Ability to organize and coordinate professional development programs, establish and maintain professional contacts, and deal effectively with a variety of administrative tasks is required. Must have initiative, flexibility, and excellent interpersonal skills. Must be able and willing to travel throughout the region for programming and consultations, as the security situation and other factors allow. Must have strong computer skills (Microsoft Office, Internet, and Outlook) with typing speed of at least 30 WPM. Must be able to use Microsoft Excel for budgeting and in the context of grant monitoring. The

ability to develop and make presentations using PowerPoint is required. The ability to effectively use social media and to draft reports and to correspond with other offices independently is required. Computer and typing skills may be tested.

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected), or relocation for joining.

TO APPLY:

Interested candidates for this position must submit their completed **DS-174 (Application for Employment as LE Staff or Family Member)** by e-mail at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 16-24) must be mentioned in the subject line of the email.

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

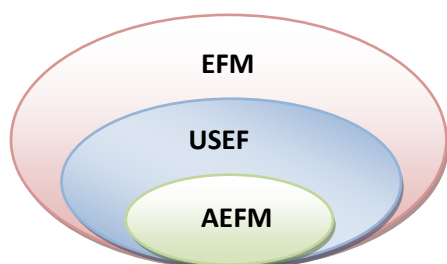
Incomplete **DS-174 (Application for Employment as LE Staff or Family Member)** or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

CLOSING DATE FOR THIS POSITION: March 16, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or,

- as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.